

## PERKINS GRANT PROCESS

### NEW CTE ADMINISTRATORS WORKSHOP

Christine Black

Office of Career and Technical Education

September 15, 2015



1



---

---

---

---

---

---

---

## PERKINS GRANT PROCESS

### Federal Perkins CTE

#### July 1

- Perkins Grant / Program Year Begins

#### August *(last business day of the month)*

- End-Of-Year Report for Previous Fiscal Year Grants Due

#### September

- Previous Grant Year Close-Outs Completed



2



---

---

---

---

---

---

---

### Federal Perkins CTE – Cont.

#### September/October

- Perkins CPI Data Generated *(Previous Year)*

#### November

- CPI Data Shared with Regions

#### December

- Annual Participating Agency Survey Distributed for NEXT Grant Cycle



3



---

---

---

---

---

---

---

**Federal Perkins CTE – Cont.**

December 31

- Consolidated Annual Report for Perkins Due to USED (*Narrative, Accountability/Data, and Financial*)

January

- Participating Agency Survey Due to OCTE
- Grant Dissemination Technical Assistance Meeting



4



---

---

---

---

---

---

---

**Federal Perkins CTE – Cont.**

February

- Next Fiscal Year CTE Grant Allocations Determined and Disseminated

February/March

- Grant Development for NEXT Fiscal Year

March 1

- Regional Improvement Plans Due to OCTE



5



---

---

---

---

---

---

---

**Federal Perkins CTE – Cont.**

April 1

- CTE Applications for Next Fiscal Year Due Through MEGS+

April

- Annual Grant Applications Reviewed by OCTE

May

- Grant Applications for Next Fiscal Year Approved by OCTE
- CPI Target Negotiations



6



---

---

---

---

---

---

---

## Federal Perkins CTE – Cont.

### June 1

- Current Year Budget Revisions Due/Amendment  
MEGS+ Lock Out

### June 30

- End of Current Fiscal/Program Year

### July

- Beginning of New Fiscal Grant Year “New  
Cycle” Federal Letter of Credit Received  
Perkins Grant Approval for Next Fiscal  
Year Notification to Recipients (*Formula grants via*



7



## “TO DO” LIST

### PRIOR TO GRANT APPLICATION SUBMISSION:

- **Review all Relevant Data/Info**  
Activities are driven by indicator performance
- **Review Guidelines for Grants**  
(*Allowable Expenditures/Function Code Guide, etc.*)
- **Plan Activities on the Basis of Indicator  
Performance, Regional Needs, and State**
- **Review Previous Year’s Application and End-of-  
Year Report**
- **Train Staff on Entering Application via MEGS+**



8



## “TO DO” LIST

### AFTER GRANT SUBMISSION:

- **Monitor Grant Expenditures CONTINUOUSLY**
- **Submit Budget Revision and Revised Action Plans  
PROMPTLY**
- **Activities and Proposed Expenditures Must be  
PRE-APPROVED**
- **NO Budget Revisions After June 1<sup>st</sup>: MEGS+  
LOCKOUT**
- **Draw Down Funds Monthly HIGHLY RECOMMENDED**
- **CONTINUOUSLY Monitor Implementation of  
Approved CPI Grant Activities**



9



## **"TO DO" LIST**

### **THROUGHOUT PROCESS:**

#### **➤ Work Very Closely with Business Office**

- Example: Final Expenditures on MEGS+ should be same as those on CMS

#### **➤ Request Technical Assistance from OCTE Staff**



10



[www.michigan.gov/OCTE](http://www.michigan.gov/OCTE)

**Office of Career and  
Technical Education**



11



## **MICHIGAN ELECTRONIC GRANTS SYSTEM (MEGS+)**

### **Web-Based (*official*) Submission**

- CTE Perkins Grant Applications
- Modifications/Amendments
- End-of-Year



12



## **MEGS PREPARATION**

- Obtain MEIS Account Number from Michigan Department of Education Website
- Level for the Grant(s) Determined by Level 5



13



---

---

---

---

---

---

---

## **MEGS+ LEVELS DETERMINED BY 5s**

- **5 – Submission Level**
  - Superintendent
  - Designated Fiscal Agent Contact
- **4 – Grant Administrator/Writer**
  - Assign Lower Levels
  - Initiate/Modify
  - Submit to Perkins Grant Coordinator



14



---

---

---

---

---

---

---

## **MEGS+ LEVELS DETERMINED BY 5s – Cont.**

- **3 – Grant Administrator – Limited**
  - Another Agency
- **2 – Write and View**
  - Can Assign Level 1
- **1 – View Only**



15



---

---

---

---

---

---

---

## OCTE Team Leaders

Christine Black – [blackc11@michigan.gov](mailto:blackc11@michigan.gov)  
• Regions 1, 2, 4, 11, 17, 24

Elizabeth Collins – [collinse2@michigan.gov](mailto:collinse2@michigan.gov)  
• Regions 5, 6, 9, 15, 18, 23, 26

Denise Teague – [teagued@michigan.gov](mailto:teagued@michigan.gov)  
• Regions 3, 7, 13, 16, 19, 21, 22

Valerie Felder – [felderv@michigan.gov](mailto:felderv@michigan.gov)  
• Regions 8, 10, 12, 14, 20, 25



16



---

---

---

---

---

---

---

## QUESTIONS?

Please contact your Team Leader

or Christine Black  
[blackc11@michigan.gov](mailto:blackc11@michigan.gov)  
(517) 241-0260



17



---

---

---

---

---

---

---